



DEPARTMENT OF DEFENSE
MILITARY POSTAL SERVICE AGENCY
2461 EISENHOWER AVENUE STE 814
ALEXANDRIA VA 22331-0006

MPSA-ZB

March 1, 2007

MEMORANDUM FOR All Official Mail Managers

SUBJECT: 2007 DoD Official Mail Manager Workshop

The Military Postal Service Agency (MPSA) will host the DoD Official Mail Manager Workshop at the Sheraton National Hotel, 900 South Orme Street, Arlington, Virginia 22204, July 30 - August 3, 2007. The workshop is designed for mail center employees and managers, official mail managers, their supervisors, and official mail center contractor employees. The workshop is open to all Department of Defense and Federal Agencies.

Agenda items for the workshop will include basic technical postal information such as: Efficient operations (reducing postage costs, classes of mail, special services, and postage meter management), U.S. Postal Service (USPS) automation and new pricing policies, procedures for conducting mail center threat assessments, and an update on the requirement for screening military mail. A tour of a USPS Facility will be conducted to learn about mail processing and Biohazard Detection System (BDS) equipment.

Workshop registration is \$150.00 per person and will close on July 6, 2007. We cannot accept telephonic, faxed, or walk-in registrations. We will accept MasterCard and Visa credit cards only, check or money order. Make checks and money orders payable to: MPSA Workshop Fund. Payment must accompany the attached registration form. It also may be downloaded from <http://hqdainet.army.mil/mpsa/>, click registration form listed under the "Latest News" button. Our credit card processor requires we have an original signature. Mail completed registration forms to: MILITARY POSTAL SERVICE AGENCY, OFFICIAL MAIL WORKSHOP, 2461 EISENHOWER AV STE 814, ALEXANDRIA VA 22331-0006. We will email you a registration confirmation.

Hotel reservations must be made by July 6, 2007, by calling the Sheraton National at (888) 627-8210 or online at www.starwoodmeeting.com/Book/dod07. If you call, be sure to state Group Code: **DODOMW**. Room rates are \$162.00 per night, plus tax. NOTE: A room reservation does not guarantee a place in the workshop.

Transportation: The Sheraton National Hotel provides free shuttle bus service for those arriving at Reagan-National Airport. There are five different Sheraton buses, therefore please ensure that it states Sheraton National. Transportation from Dulles International Airport can be arranged by calling the Super Shuttle Service at 1-800-258-3826. You may also make reservations in advance online at www.supershuttle.com.

Rental cars are not needed, however if you desire your own transportation, hotel parking is complimentary. If possible, plan your flight to arrive at Reagan-National Airport (Airport Code: DCA). Reagan-National Airport is within 5 miles of the Sheraton National Hotel.

Miscellaneous information:

Workshop check-in will be 1200 - 1700, Sunday, July 29, 2007 in the hotel lobby. On Monday morning, check-in will be 0700-0800 in the back of the ballroom.

Workshop hours are 0800 to 1600 Monday - Thursday, and 0800 - 1200 on Friday. DoD Component meetings will be held Monday and Friday morning, July 30 and August 3. Please contact your Service or Agency Official Mail Manager for details.

Clothing: Military-uniform of the day. Civilians-business attire. The USPS Facility Tour will include walking on catwalks, so bring the appropriate clothes and shoes (closed toe, low heel, no cloth or canvas). Due to conditions in the USPS plant, all personnel should plan to dress casual for the tour on Wednesday (after lunch).

Meals: A daily full breakfast is included in your registration fee. A breakdown of meals provided will be identified on your receipt.

We look forward to seeing you at the workshop. If you have questions, please contact the DoD Official Mail Manager at (703) 325-9505, DSN 221-9505, or dodomm@hqda.army.mil (email preferred).



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